

City of Milpitas
Approved Minutes
Telecommunications Commission
August 20, 2007

I. Call to Order & Roll Call:

Telecommunications Commission Chair Albert Alcorn called the meeting to order.

Members Present: A. Alcorn, D. Gupta, S. Bilgrami, W. Lam, I Munir, S. Bansal, and H. Tran

I.S. Staff: B. Marion, E. Pasion

Members Absent: R. Shaw, N. Gupta, V. Mathur

City Council: A. Gomez

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Staff announced that Commissioners Shaw, Mathur and N. Gupta were excused from attendance for the August 20th meeting.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S S. Bansal / D. Gupta Ayes: 7

**V. Approval of the Minutes
July 16, 2007**

Motion to approve the minutes as amended.

M/S D. Gupta / S. Bilgrami Ayes: 7

VI. Citizen's Forum

No comments made for the record.

VII. Continued-New Business:

1. Telecom Master Plan Review.

At the July commission meeting the commissioners requested for another meeting date citing conflicts with business and vacation schedules with several of the members.

Staff reported that the month of September was ideal to conduct a Saturday morning work session to plan and strategize a revised five-year telecom master plan for the next fiscal budget session for 2008 as well as long-term technology concerns that will impact the city's operations. Staff noted that a meeting in September was necessary in order to meet a city council meeting date of late October or early November.

Staff noted that it would highlight the past master plan accomplishments citing what is currently in place and operational in the city. Chair Alcorn noted that the presentation to city council should note of the current review and installation of cellular towers in the Milpitas area should be part of the report. Staff noted that another master plan revision and presentation is on schedule since the last revision was presented to city council in the fall of 2002.

After further review of individual schedules, the commissioners agreed to meet on Saturday, September 15, at city hall, from 9am to Noon to review the telecom master plan.

Motion to note receipt and file.

M/S S. Bansal / D. Gupta

Ayes: 7

2. MCTV Staff Meeting.

Commissioner D. Gupta reported that a program was video taped in the MCTV 26 studios. It involved the Milpitas Sister City commission and its recent exchange of visiting students and parents to Milpitas and Tsukuba City, Japan. Post editing and production work was done and will be reviewed by the sister city's commission at their next scheduled meeting. He also noted that the city has received, from Comcast, an annual \$50,000 grant funding to support its cable access funding.

Commissioner Bilgrami reported he had tested a Google calendar program that can be used to help set up programming and weekly scheduling for the cable channel.

Commissioner Munir added that he had conducted additional outreach seeking programming and volunteers at the several Milpitas public events and that there was community interest in providing or volunteering with MCTV 26.

Plans to move forward and expanded training on the rest of the studio operations and instruction of other members are still scheduled to take place. Additional training classes are being proposed by the Milpitas Adult Education courses with instruction provided by members of the telecommunications commissioners.

A memorandum of understanding must be approved by the city council prior to committing to the operational agreement. Staff noted that needed the commission to approved the memorandum.

Motion to recommend approval of the memorandum of understanding to provide educational training and use of the MCTV 26 public access studio.

M / S D. Gupta / I. Munir

Ayes: 7

Chair Alcorn noted that he would be the instructor to help teach the adult education students and interns on the use and operation of the facility. On another matter, Chair Alcorn asked that a list of potential video production equipment for the cable studio be developed. Staff added, it recently received the additional grant funding. The initial list of video production equipment would include a video production field camera package, a video non-linear editing software package and a cable messaging software package. The associated costs and availability would need to be researched before seeking to purchase the needed equipment.

Chair Alcorn requested that a recommendation list of equipment that can be used for the cable studio. He also reiterated that the city council wanted a video on the development and creation of the video was created for Milpitas cable 26. Staff added it would seek assistance from Magic Wave productions to address the video production equipment list and discussion it at one of the commission's weekly work session meetings.

Commissioner D. Gupta reiterated is thanks to commissioners Tran, Lam, Munir and Alcorn, as well as city staff for continuing to maintain the daily and weekly operation of MCTV 26.

Motion to note receipt and file.

M/S D. Gupta / H. Tran

Ayes: 7

3. July Monthly Report

Bill Marion, Information Services Director reported on the several items for the months of July 2007.

Staff noted that Comcast, AT&T and the city of Milpitas have been very busy upgrading and installing new technology to accommodate the deployment of improved services. Comcast has been conducting a citywide upgrading of its various cable nodes in order to provide new and expanded services. AT&T has also been installing new equipment to compete in this new market place. Staff has also been working with the library construction team in determining preliminary technology requirements needed for the new Milpitas

library. The commission had requested to be informed of the changes and the review of the technology being considered for the library. Details are being worked on at this time.

Operational jurisdictions are as follows: The City of Milpitas will maintain and operate the new multi-story parking garage facility. The Santa Clara County library system will be responsible for the operation and staff of the new library. Access matters are also being discussed and determined at this time.

Staff noted that it recently had network equipment in the city's data center. Replacement parts were found purchased through eBay to fix inoperable equipment. The city's technology is now going on five to seven year on continued operation.

Staff is also updated the city's public safety vehicles with with improved computers and mobile display terminals.

Staff is nearing completion of the Milpitas building department's integrated voice recognition service as part of this scheduling software system and is also working on a credit card charge system also for use in the payment of building permitting fees.

The city's GIS department has been requested to start mapping areas beyond the city's limit to the east foothills area in the county foothills. Recently, the city's police and fire departments have been responding to calls located outside of the Milpitas city limits.

Commissioner Lam asked of the use of the city's surplus computer equipment. Staff noted that it is handled through the city's purchasing department and auctioned off or recycled for parts.

Motion to note receipt and file.

M/S D. Gupta / S. Bansal

Ayes: 7

4. Round Table Discussion

Chair Alcorn asked of long-term outlook for the expansion of the over-crossing of 237 over the train tracks. Staff noted that the City is in very early discussions regarding the possibility of widening state route 237 over the rail lines.

Commissioner D. Gupta noted that he would not be present at the Sept and October commission meetings.

VIII. Adjournment of Meeting

The Commission adjourned the meeting to Monday, September 17, 2007.

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